

**CITY OF WATERTOWN, CIVIL SERVICE COMMISSION**  
**245 Washington Street, Room 205**      **Watertown, New York 13601**  
**www.watertown-ny.gov**

Issued: October 27, 2020

**ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR**  
**Geographic Information System (GIS) Technician**  
**EXAM # 60-825**

**FILING FEE:**      **\$15.00 non-refundable** fee. Cash or check or money order payable to City Comptroller accepted. Include examination number on your check. **Credit cards are not accepted.** See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

**TO BE HELD:**      Saturday, **March 6, 2021**

**LAST FILING DATE:** Applications must be **received** no later than close of business (4:30 PM) **February 3, 2021**

**VACANCIES:**      This list will be used to fill vacancies as they occur in the City of Watertown.

**SALARY:**      **\$44,633 - \$56,032**

**RESIDENCY REQUIREMENT:** There is no residency requirement for this examination.

**DUTIES OF THE POSITION:** This position is responsible for assisting with the creation, operation, and administration of the GIS system. Responsibilities include migrating data to the GIS system; reviewing information and data to ensure quality; administering GIS databases; and training other departments on GIS uses. The incumbent does related work as required. **A complete job description is available from the Civil Service Commission.**

**MINIMUM QUALIFICATIONS:**

**For examination:** If you expect to complete the educational requirement within six months of the examination, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the City of Watertown Civil Service Commission. Proof must be submitted within two months of meeting the requirements; failure to do so will result in removal of your name from the eligible list.

**For appointment: Either**

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelors Degree or higher in GIS Technology or closely related field; OR
- (B) Bachelors Degree or higher-level degree in any field and at least 6 months of documented experience in a GIS position
- (C) Bachelors Degree or higher-level degree in any field, supplemented by at least 3 credit hours in GIS related coursework; OR
- (D) An equivalent combination of training and experience as defined by the limits of above.

**SCOPE OF EXAMINATION:** There will be a written test which you must pass with a score of 70 or higher in order to be considered for appointment. It will evaluate knowledge, skills, and/or abilities in such areas as:

**Understanding and interpreting maps, aerial photography, survey data, and other source material used in map construction** - These questions test for the ability to read, analyze, and perform computations based on cartographic drawings, site plans, survey notes, and mapping-related written presentations, and for knowledge of the terminology and principles involved in reading and working with aerial photographs, including scale conversion and focal point computations.

**Collection, analysis, and presentation of data, including basic statistics** - These questions test for knowledge of the proper procedures and methods used to gather, evaluate, organize, and present various types of technical data and information, and the fundamental concepts, terminology, and computations involved in statistical analysis for cartographic and land use planning studies.

**Geographic Information Systems (GIS), including data conversion, plotting, database construction, interactive editing, and labeling** - These questions test for knowledge of GIS design features, global positioning systems, and the concepts, terminology, and proper procedures to use when creating, producing, and revising various types of maps and site plans using GIS and computerized mapping software.

**Principles of data bases for PC's** - These questions test for a basic background in the design and use of data bases on microcomputers. They cover such topics as data base terminology and concepts, analyzing a data base project, planning the data base, organizing the data, designing data entry forms, accessing and manipulating the data, generating reports, and performing backups.



**CALCULATORS:** The use of calculators is allowed. Candidates are permitted to use quiet, hand-held battery or solar calculators. Devices with typewriter keyboards, spell checkers, PDA's, address books, language translators, dictionaries or any similar devices are prohibited.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the New York State Civil Service Law and rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

#### **GENERAL INFORMATION FOR CANDIDATES**

**HOW TO APPLY:** Applications must be filed at the Watertown Civil Service Commission, Room 201B Municipal Building, 245 Washington Street, Watertown, New York. They may be obtained from [www.watertown-ny.gov](http://www.watertown-ny.gov) or from the Civil Service Office. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. **Education and work experience must be documented on the application regardless if the candidate has elected to attach a resume.** All statements made by candidates in their applications are subject to verification. Applications **will not be accepted** past the last filing date of the examination.

**APPLICATION FEE:** A non-refundable application fee of \$15.00 (cash or check, no credit cards) is required for each examination for which you apply. Fees must accompany your application and are payable to the City Comptroller, Room 203 Municipal Building. No refunds will be made for any reason. If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications. Please make sure you meet the minimum qualifications before applying to any examination. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

**EXCEPTIONS TO FEE REQUIREMENT:** Application fees may be waived for any candidate who is either an unemployed head of household or receiving Supplemental Security Income (SSI) or public assistance in the form of Safety Net (formerly Home Relief) or Family Assistance (formerly Aid to Dependent Children) from a state or local social service agency. Individuals wishing to claim this waiver must complete an Application Fee Waiver form available from the local Civil Service Office. Claims are subject to verification and if not supported by appropriate documentation are grounds for barring appointment.

**VETERANS' CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

**ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an addition ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in the City of Watertown, please inform the Civil Service Commission at the time you submit your application.

**SPECIAL TEST DATE ACCOMMODATIONS:** Please see the last page of the application for further information.

**SABATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Watertown Civil Service Commission as soon as possible before the test date.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. Please complete the Cross Filing form located on the City's website and submit it with your application, include all exams for which you have applied and at which agency you wish to take the exams. Your request must be received by this office no later than three (3) weeks before the date of the examinations. Requests received less than three (3) weeks before the date of the examinations will NOT be honored.

**ADMISSION TO EXAMINATION:** The Watertown Civil Service Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their application. Approved candidates will be notified at least five days in advance of the examination of the place, date and hour of the examination. Applicants who have not received notice by this deadline should contact the Civil Service commission.

**MEDICAL EXAMINATIONS:** Candidates may be required to have a medical examination to determine capability of performing the duties of the position.

**RATINGS REQUIRED:** Unless the announcement states otherwise, this examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

**ELIGIBLE LIST:** The duration of the eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment.

**CONTACT THIS OFFICE AT 315-785-7733 WITH ANY QUESTIONS. BE SURE TO FILE YOUR APPLICATION PROMPTLY.**  
THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: [www.watertown-ny.gov](http://www.watertown-ny.gov)